
Maine Conservation Corps

Application for Field Team Leader, Assistant Team Leader, Field Team Member,
Environmental Educator and Wildfire Safety positions

- ◆ Please read over the entire application before filling it out.
- ◆ Type or print neatly in ink.
- ◆ Print your full name at the bottom of each page in case pages are separated.
- ◆ If you need additional space to complete or explain an answer, use a separate sheet of paper.
- ◆ Use the checklist below to ensure that your application packet is complete.

RETURN APPLICATION TO:

Maine Conservation Corps
124 State House Station ♦ Augusta, ME 04333-0124

Please contact the Maine Conservation Corps office if you have any questions

207-287-4931 ♦ 1-800-245-5627 (Maine only)

email: corps.conservation@maine.gov

www.mainecareercenter.com (click on Job Seekers tab and then MCC logo)

Application Checklist (make sure the following items are in your completed application packet)

- ☐ MCC application form including personal motivation statement and three completed Reference Forms
- ☐ Resume and Cover Letter (optional but highly recommended)
- ☐ Proof that you finished or are currently enrolled in high school (a copy of high school transcripts, diploma or GED)
- ☐ Transcripts from any college listed in the application (college graduates must send a copy of college diplomas and transcripts)
- ☐ Proof of age and citizenship (copy of birth certificate or passport to prove that applicants are at least 18 years of age)
- ☐ Copy of your driver's license and a 5 year driving report from the Motor Vehicle Department of your home state

**MCC requires immunization records and a recent physical for all
members selected for our Field Team program.**

I. APPLICANT PROFILE

1. Indicate the POSITION you are applying for:

- ☐ Field Team Leader ☐ Assistant Team Leader ☐ Field Team Member ☐ Wildfire Safety
☐ Environmental Educator

2. When are you available? Earliest day you could start _____ Latest day you could stay _____

3. Name _____
Last First Middle

4. Date of Birth _____
Month Day Year

5. Are you a United States Citizen, National, or lawful Permanent Resident Alien? ☐ Yes ☐ No

If you received your lawful permanent resident alien card after January 1987, please indicate the registration number and the card's expiration date: _____

6. Current Address: (All information will be sent to this address unless you notify us of a change)

Number and Street City State Zip

Home Phone Work Phone E-Mail

7. Permanent Address: (Please provide an address where you can always be reached, such as the address of a parent or guardian)

Number and Street City State Zip

Home Phone Work Phone E-Mail

8. Phone Number where messages can be left: _____

9. First Aid Training:

- ☐ None ☐ Community First Aid
☐ Wilderness First Aid ☐ First Responder ☐ EMT

II. COMMUNITY SERVICE

10. Have you ever served in a National Service Program? ☐ Yes ☐ No

If yes, indicate the program name, dates of service, and the location of the project site. If no, skip to Q11.

☐ AmeriCorps ☐ VISTA ☐ Other Program: _____

11. Community Service Involvement. Describe how you have been involved in your community (for example, serving with school, religious or volunteer groups, helping out with community service projects, or assisting an elderly neighbor).

A. Name of Organization _____		Position Held _____
Supervisor _____	# of Hours/Month _____	_____ to _____ Dates of Involvement
Description of Involvement:		

B. Name of Organization _____		Position Held _____
Supervisor _____	# of Hours/Month _____	_____ to _____ Dates of Involvement
Description of Involvement:		

III. EDUCATIONAL BACKGROUND

12. Check all that apply:

- ☐ Currently enrolled in high school - anticipated graduation date _____
 ☐ High School Diploma
- ☐ GED
 ☐ Technical School/Apprenticeship
 ☐ Some College
 ☐ Associates Degree
- ☐ Bachelor's Degree
 ☐ Graduate Study
 ☐ Graduate Degree
 ☐ Other _____

13. Beginning with the most recent, list all schools attended, including high school, any trade or technical schools, military training, Employment Training Program, etc (use additional pages, if necessary).

A. Name of School _____		Dates Attended _____ to _____
Location of School: City _____		State _____
Major/Minor _____		Area of Study _____
Type of Degree or Certificate _____		Date Rec'd or Expected _____

B. Name of School _____		Dates Attended _____ to _____
Location of School: City _____		State _____
Major/Minor _____		Area of Study _____
Type of Degree or Certificate _____		Date Rec'd or Expected _____

IV. EMPLOYMENT HISTORY

14. Are you employed now? ☐ Yes ☐ No If No, have you ever been employed? ☐ Yes ☐ No

15. List positions you have held. Begin with your most recent position. Use additional sheets if necessary.

A. Present/Most Recent Employer _____ From _____ To _____				
Your Title _____		Hours/Week _____		Tel.# _____
Address _____				
Street	City	State	Zip	
Responsibilities:				
Reason for Leaving:				
B. Past Employer _____ From _____ To _____				
Your Title _____		Hours/Week _____		Tel.# _____
Address _____				
Street	City	State	Zip	
Responsibilities:				
Reason for Leaving:				
C. Past Employer _____ From _____ To _____				
Your Title _____		Hours/Week _____		Tel.# _____
Address _____				
Street	City	State	Zip	
Responsibilities:				
Reason for Leaving:				

V. REFERENCES

16. Three references are required. Please select people who know you well and are familiar with your background, education, employment and skills. You should not ask a family member, friend, classmate or co-worker to serve as a reference. Consider asking supervisors, faculty, advisors, coaches or someone else familiar with your work experience, academic performance, or community involvement. Please email or mail a copy of the MCC reference form to each of the people you identify.

Name _____	Position _____	Organization _____
Phone _____	Email _____	Relationship to You _____
Name _____	Position _____	Organization _____
Phone _____	Email _____	Relationship to You _____
Name _____	Position _____	Organization _____
Phone _____	Email _____	Relationship to You _____

VI. LEGAL

Answer all of the following questions. Existence of criminal conviction/adjudication may or may not disqualify you from consideration, depending on the circumstances; however, misrepresentation in #18 will disqualify you. Do not include minor traffic violations.

17. Have you been: convicted of any criminal offense by a civilian court or by military authorities? adjudicated or held responsible as a juvenile offender, of any criminal offense by a civilian court or by military authorities? **OR Are you currently:** facing charges for any offenses or are any civil suits or judgments pending against you? on probation or parole?

☐ **YES** ☐ **NO** Date _____ Place _____
Charge _____ Action Taken _____

18. I have a valid driver's license in the state of _____ License # _____

VII. SKILLS AND EXPERIENCE

Use additional sheets if necessary.

19. Describe any experience you have working with volunteers.

20. Describe experiences you have had working with youth, or providing environmental education.

21. List any outdoor activities and your experience level for any outdoor pursuits that you enjoy, including hiking, backpacking, camping, canoeing, etc.

22. List any sports, clubs, or other groups you participate with.

23. Describe your experience with any trades such as carpentry, mechanics, and masonry.

24. List computer and technical programs and software you are familiar with.

VIII. PERSONAL MOTIVATION STATEMENT

25. On a separate sheet of paper, answer the following question in essay form.

Why do you want to join the Maine Conservation Corps and how will an experience in the MCC fit that goal? Please describe any leadership experience that you have had. If you are applying for a SERVE/Maine Environmental Educator/Volunteer Leader position, please describe any teaching experience that you have had.

IX. CERTIFICATION

Your application must be certified with your original signature in ink. Please read the statement carefully before signing. Unsigned applications and applications with photocopied signatures will not be considered for admission.

I certify that all of the statements made in this application are true, correct, and complete, to the best of my knowledge, and are made in good faith. I understand that misinformation or omission of information could result in disqualification and/or termination as a Maine Conservation Corps Member. I also understand that the information provided herein may be used to process my application for acceptance into the Maine Conservation Corps and for other general routine purposes by the Maine Conservation Corps and it will not be disclosed outside of these entities without prior written permission.

I understand that the Maine Conservation Corps will be checking my references as part of the selection process to learn about my work history and personal character. I understand these references are confidential. I give my permission for the MCC to contact in writing, by phone, or in person any person or organization that would be useful in assessing my appropriateness for the position."

Signature _____

Date _____

PLEASE HELP US – We are interested in tracking our recruiting efforts. How did you find out about the Maine Conservation Corps program?

- | | | |
|---|---|--|
| <input type="checkbox"/> Career Fair | <input type="checkbox"/> Friend/Relative | <input type="checkbox"/> Television Story |
| <input type="checkbox"/> Former MCC Member | <input type="checkbox"/> Email/Listserve | <input type="checkbox"/> Maine State Career Center |
| <input type="checkbox"/> High School Guidance Counselor | <input type="checkbox"/> Newspaper/Magazine Ad | <input type="checkbox"/> Radio |
| <input type="checkbox"/> College/Career Planning Office | <input type="checkbox"/> Internet Website _____ | |

OPTIONAL INFORMATION – Economically disadvantaged applicants may be able to receive preference for admissions. If you would like to be considered for this preference, please answer the following.

Including yourself, how many people live in your household? _____

What is your total household income from all sources per year? _____

Do you or members of your household receive public assistance such as TANF or Food Stamps?

☐ Yes, please specify: _____ ☐ No

Do you have children who rely on you as their primary caretaker or financial support? ☐ Yes ☐ No

Describe your ethnic background:

- | | |
|--|---|
| <input type="checkbox"/> African American | <input type="checkbox"/> American Indian/Alaskan Native |
| <input type="checkbox"/> Asian American/Pacific Islander | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> White/Non-Hispanic | <input type="checkbox"/> Other |